

**PITSTONE PARISH COUNCIL
JANUARY 2018 FINANCIAL SUMMARY**

Expenditure from Unity approved on 25 January 2018

| Trans Ref/Chq No | Beneficiary | Cost Centre | Description | VAT | Net | Gross |
|---|--------------------------------------|----------------------|---|-------------------|--------------------|--------------------|
| Various | Various | Employment | Confidential salary and wage payments, plus HMRC PAYE & NI and NEST | | £ 2,265.17 | £ 2,265.17 |
| 139068755 | Roderick Wilson Tree Surgery Limited | Open Space | Crown reduction to oak tree (village green/recreation ground managed under PPC open space policy) | £ 170.00 | £ 850.00 | £ 1,020.00 |
| 25922533 | A J Groom & Son Ltd | Open Space | Ground management of recreation ground 1/10-31/12/17. Managed by PPC under open space policy. | £ 160.00 | £ 800.00 | £ 960.00 |
| 957412974 | Pitstone Memorial Hall | Administration | Room hire in December | | £ 11.00 | £ 11.00 |
| 607242465 | AVDC | Litter & Dog Fouling | Dog waste services April 2017-March 2018 | £ 276.00 | £ 1,380.00 | £ 1,656.00 |
| 78567036 | Patrick Stileman | Open Space/Trees | Tree risk assessment report | £ 170.00 | £ 850.00 | £ 1,020.00 |
| 108379942 | Lamps & Tubes Illuminations | Street Lighting | Roll out of LED to Queen Street and The Crescent | £ 775.02 | £ 3,875.10 | £ 4,650.12 |
| 121202477 | Staples UK Limited | Administration | Stationery - toner | £ 77.90 | £ 389.51 | £ 467.41 |
| 875528857 | Staples Advantage | Administration | Laser printer paper | £ 30.51 | £ 6.10 | £ 36.61 |
| 244622364 | KLS | Sport & Leisure | Consumables eg toilet rolls, bleach, cloths & air freshner for pavilion | £ 32.75 | £ 6.55 | £ 39.30 |
| Sub total of standard bacs/cheques | | | | £ 1,692.18 | £ 10,433.43 | £ 12,125.61 |

Grants & donations approved on 25 January 2018 from Unity

| Trans Ref/Chq No | Beneficiary (inc registration number where applicable) | Cost Centre | Purpose of grant / donation and time period to which it relates | VAT | Net | Gross |
|--|--|-------------|---|------------|------------|------------|
| None | | | | | | |
| Sub total of grants and donations | | | | £ - | £ - | £ - |

Direct debits noted at 25 January 2018 meeting

| | | | | | | |
|-----------------------------------|------------------|------------------|---|-------------------|--------------------|--------------------|
| dd | Opus | Lighting | Unmetered street light electricity for 14 December 2017 to 9 January 2018 | £ 13.71 | £ 274.14 | £ 287.85 |
| dd | Opus | Sports & Leisure | Electricity at pavilion 30 November 2017-30 December 2017 | £ 2.94 | £ 58.84 | £ 61.78 |
| dd | Unity Trust Bank | Administration | Service Charge | | £ 34.20 | £ 34.20 |
| dd | CNG | Sports & Leisure | Gas at pavilion to 31/12/17 | £ 0.96 | £ 19.12 | £ 20.08 |
| Sub total of direct debits | | | | £ 17.61 | £ 386.30 | £ 403.91 |
| TOTAL OUTGOINGS | | | | £ 1,709.79 | £ 10,819.73 | £ 12,529.52 |

Insurance amendments

Requested addition of ball stop netting at sports pavilion - value £10,732; and notified of replacement wooden fencing and gate at the same site - value £8,889 and £480 respectively.

Inter-account transfers approved at 25 January 2018 meeting

Cheque raised for £6,491.69 from NatWest to Unity Trust, as approved at 4/1/18 meeting. £4,500 contribution held by the parish council for the path to Marsworth, £1,150 held by the parish council from the Community Leader Grant for the path to Marsworth and £841.69 reallocated from the funds held for the path to Tring station to the path to Marsworth project.

£ 6,491.69

Receipts received to 29 December 2017, paid into a NatWest account

| | | | | VAT | Net | Gross |
|------|---------|-----------|---------------------------------|------------|---------------|---------------|
| bacs | NatWest | Financial | Bank Interest - S106 account | | £ 0.47 | £ 0.47 |
| bacs | NatWest | Financial | Bank Interest - reserve account | | £ 3.28 | £ 3.28 |
| | | | | £ - | £ 3.75 | £ 3.75 |

Receipts received to 25 January 2018, paid into Unity account

| Paying in reference | Company | Cost Centre | Description | VAT | Net | Gross |
|---------------------|---------------------|------------------|--|------------|---------|---------|
| bacs | Beacon View Windows | PPP | Advertising Issue 114 | £ 8.08 | £ 40.42 | £ 48.50 |
| bacs | Tring Showstoppers | PPP | Advertising Issue 114 | £ 2.33 | £ 11.67 | £ 14.00 |
| bacs | P E Mead | PPP | Advertising in issues 114-117 | £ 8.87 | £ 44.35 | £ 53.22 |
| dd | Driver Training | Sports & Leisure | December hire of the car park for driving tuition | | £ 40.00 | £ 40.00 |
| bacs | Your Own Home Care | PPP | Advertising Issue 114 | £ 8.08 | £ 40.42 | £ 48.50 |
| bacs | Safe and Sound | PPP | Advertising Issue 114 | £ 8.08 | £ 40.42 | £ 48.50 |
| bacs | P&IU FC | Sports & Leisure | February pitch hire x 2 matches, minus credit note raised for one January match where pitch conditions prevented play. Balance outstanding therefore £50.40. | £ 8.40 | £ 42.00 | £ 40.40 |
| bacs | HMRC | VAT | Q3 VAT refund | £ 2,975.79 | | |

£ 3,019.63 £ 259.28 £ 293.12

TOTAL INCOMINGS £ 3,019.63 £ 263.03 £ 296.87

Debtors Summary/Overdue Invoices/Income Pending:

| Date of Invoice | Name | Cost Centre | Invoice/Description | VAT | Net | Gross |
|-----------------------------|-----------------------------|------------------|--|-------------------|---------------------|---------------------|
| 21/11/17 | CuriosiTEA Rooms | PPP | Advertising Issue 114 - chased 3-1-18 & 17-1-18. VAT reconciled Q3. | £ 10.00 | £ 50.00 | £ 60.00 |
| 21/11/17 | Roos Property Maintenance | PPP | Advertising in issues 114-117 - chased 3-1-18 & 17-1-18. VAT reconciled Q3 | £ 30.72 | £ 153.60 | £ 184.32 |
| tbc | Wave/Anglian Water Business | Sports & Leisure | Compensation for delay in handling complaint | £ | £ 20.00 | £ 20.00 |
| March 2018 | New Homes Bonus | Grant income | Grant approved for footpath to Marsworth | | £ 188,848.00 | £ 188,848.00 |
| TOTAL INCOME PENDING | | | | £ 9,099.61 | £ 189,856.94 | £ 189,999.18 |

Summary of those in credit:

None

Commitments / Amounts not yet invoiced to the parish council / work not yet completed:

| | | | | | | |
|-------------------------|------------------------------------|-----------------------------------|--|---------------------|-----|--|
| | AVDC | Sport & Leisure | 2 x Play around Parish sessions for August 2018 (to be invoiced spring 2018) | £ 680.00 | | |
| | R Porter | Sport & Leisure | Various hedge cutting (price an estimate) (approval min ref 175/17) | £ 750.00 | | |
| | AlphaFence | Redevelopment of pavilion | Fencing and ball stop netting at pavilion (part grant & s106 funded) (eta Dec) (50% invoiced, 50% outstanding) | £ 11,373.00 | | |
| | Agripower | Redevelopment of pavilion | Pitch extension (part grant & S106 funded) (eta post Easter/April 2018) | £ 5,405.50 | | |
| | Woods Hardwick | Redevelopment of pavilion | Architectural services | £ 9,625.00 | | |
| | Buckinghamshire Playing Fields Ass | Administration | Annual membership (renewal date moved to 1/4/18. approved min ref 177/17) | £ 20.00 | | |
| Credit Card transaction | Sports Direct | Youth Café | Replacement folding snooker table | £ 179.99 | | |
| Credit Card transaction | Tring brewery | Employment | Staff/volunteer event refreshments | £ 54.75 | | |
| Credit Card transaction | Tesco | Employment | Staff/volunteer event refreshments | £ 56.45 | | |
| | D Rollins | Youth Café | Replacement sack barrow wheel | | tbc | |
| | Abode Solutions | Maintenance | Renovation of notice board by Delicious Meals | £ 145.00 | | |
| | Horwood & James | Administration | Legal fees for Recreation Ground Charity lease to Memorial Hall Charity | £ 700.00 | | |
| | TIB/BCC | Capital project/Grant expenditure | Commission of footpath from Pitstone-Marsworth. £188,848 funded from NHB grant payable once invoiced in March; £4,500 from Pitstone PC reserve for this project; £1,150 from Community Leader Grant already held; £841.69 reallocated to this project from reserve for path to Tring station currently held by PPC. Marsworth PC to be invoiced direct for £11,683.37 + VAT. PPC to settle invoice at end of March to reduce VAT exposure time between payment and refund. | £ 195,339.69 | | |
| Credit Card transaction | The Baggery | Litter & dog fouling | Black sacks for litter pickers | £ 60.75 | | |
| Credit Card transaction | Broadbandbuyer.com | Administration | Telephony equipment (min ref 277/17) | £ 60.82 | | |
| | AlphaFence | Sport & Leisure | Replacement 15 linear metres of fencing at pavilion site following storm damage and assessment by 2 contractors. Approved electronically by s&l committee and chair of council. | £ 1,213.00 | | |
| | L&T illuminations | Street Lighting | Repair of 3 faulty street lights - Yardley Av, Chequers Lane & Vic Rd | | tbc | |
| | | | | £ 225,663.95 | | |

Amounts not yet due to the parish council:

| Description | Cost Centre | Name | Amount |
|---------------------------|------------------|--|-------------|
| Devolved Services 2018-19 | Agency Services | Payment due 1/4/18 | £ 3,422.87 |
| Croudaice | Sports & Leisure | Quarterly donation re sign, next installment due February 2018 | £ 275.00 |
| AVDC | Precept | Payable in 2 instalments 2018-19 | £ 95,010.00 |

Bank Reconciliation & S106 Summary:

See separate document

Budget Monitor:

See separate document.

Summary of Parish Charity Transactions:

None

Summary of Recreation Ground Charity Transactions:

P&JFC re match on 5/11/17 - £30.00 - payment received 20/12/17
 Service charge £18.00 applied 31/12/17
 Invoice to P&ICU re match on 17/12/17 - £30.00 - issued 17/1/18